

 	Forest Service Job Corps National Office STANDARD OPERATING PROCEDURE	SOP No.	Date:
		Diana Trujillo National Director	
Addition To:			
Subject: Job Corps CCC Camp Crew Program			

Leaders Intent

To provide the highest quality camp crews being assigned from Job Corps Civilian Conservation Centers, and to ensure that the students and staff assigned to these crews exhibit the highest levels of duty, respect, and integrity.

- I. **PURPOSE:** To provide specific direction to Center Directors and Job Corps Camp Crew Boss with regards to the Job Corps Camp Crew program.
- II. **POLICY:** Safety is number one priority for the Job Corps Camp Crew Program. Participation in the program is a privilege and can be rescinded at any time by the Center Director, JC-FAFMO, Camp Crew boss Coordinator, or Camp Crew Boss.
- III. **DEFINITIONS:**

JC-CCC	Job Corps Civilian Conservation Center
JCNO	Job Corps National Office
JCCD	Job Corps Center Director
JC-FAFMO	Job Corps Forest Assistant Fire Management Officer
CACB	Camp Crew Boss
CACBC	Camp Crew Boss Coordinator
IARR	Interagency Resource Representative
IMT	Incident Management Team
IQCS	Incident Qualifications and Certification System
AD	Administratively Determined (Casual Hired) employee
PLC	Public Lands Corps
PPE	Personal Protection Equipment
WBL	Work Based Learning

IV. PROCEDURES:

A. The Student(s) shall perform the following:

1. Pre-Incident Assignment

- Will have been on center a minimum of 45 days prior to deployment.
- Have completed the Career Preparation Period (CPP) and maintain good standing (Positive Color Card Status) within the Center's Behavior Management System.
- Meet and maintain the physical fitness to perform the job as well as maintaining the mental fitness needed to be successful during the assignment.
- Sign and abide by the Fire Student Employment Contract (attachment 1).
- Establish a savings account with direct deposit for AD salary payment.
- Be responsible for assigned equipment and PPE (attachment 4).
- Pack the appropriate clothing and personal hygiene products for the assignment (attachment 7).

2. During Incident Assignment

- Abide by all rules and direction from the Camp Crew Boss (CACB) and/or acting when on a fire or other incident assignment.
- Conduct oneself in a professional manner in all situations, both on and off duty, while on a fire assignment. This includes dressing in an appropriate manner.
- Develop and maintain an exemplary work ethic. When on the clock, all members of the crew need to be working.
- Remember, as a camp crew member, you are the face of the USFS and Job Corps. You may be the first JC student your customer has ever met. Make sure each one is greeted kindly and is given the customer service he or she deserves.

3. After Incident Assignment

- If student(s) are released early from a fire/all-risk assignment due to conduct or behavior issues, the student may be responsible for the cost of transportation back to the center (attachment 2).

B. The Job Corps Camp Crew Boss (CACB) shall perform the following:

1. Pre-Incident Assignment

- Hold students accountable for their actions/behaviors consistent with Center and Job Corps policy.
- Mentor the students and build crew cohesion with the students and other employees that may be working with the students. This is part of the CACB training and crew time scheduled on center prior to the fire season by the CACB Coordinator.
- Complete any and all necessary paperwork to hire the students either as an Administratively Determined (AD) employee or other types of employment (PLC, WBL).
- Complete at a minimum: IS-700, I-100, and S-260 training.

2. During Incident Assignment

- If a student is released early from a fire assignment, the CACB will immediately notify the CD, JC-FAFMO and Interagency Resource Representative (IARR) if assigned.
 - CACB will work with will work with CD, IARR and/or IMT to arrange for transportation of the student back to the center (attachment 2).

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- Maintain proper documentation for students working on projects that meet the qualifications of a Public Land Corps project (Attachment 3).
- Seek and obtain supply resource orders as needed for services or supply purchases that were not supplied by the IMT or micro-purchaser. Copies should be provided to the CACB Coordinator for processing/filing.
 - For example, incident replacement items purchased by the center after return from assignment (only if the host dispatch center has issued an "S" number for the replacement).

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3. After Incident Assignment

- Conduct and document an AAR after each assignment with the crew.
- Provide annual fire experience records (attachment 6) to JC-FAFMO and seek advice regarding fire training, qualifications and "next steps" towards personal development in fire.
- Ensures that students return and check-in their equipment and PPE at the end of the fire season in good condition.

C. The Center Camp Crew Coordinator shall perform the following:

1. Pre-Incident Assignment

- If practicable, take the Camp Crew students to the Regional Cache or local cache for a tour, training, and familiarization with equipment (hand tools, yurts, pumps, etc.).
- Mentor the students and build crew cohesion with the students and other employees that may be working with the students.
 - This is part of the CACB training and crew time scheduled on center prior to the fire season by the CACB Coordinator.
- Keep a roster of CACB's attendance along with student attendance at camp crew meetings.
 - It is imperative the CACB's work with students at the camp crew training. Crew cohesion and teamwork make a huge difference with crew performance.
- Work with students that are interested in the Camp Crew program on expectations, training, and fitness expectations (long shifts, hard work, inclement weather, etc.).
- Work with the JC-FAFMO on documentation for IQCS regarding student's current qualifications, trainee status, position taskbooks, and assignment experience records.
- Ensure equipment (tents, sleeping bag, etc.) is issued to crew members. We recommend this equipment is issued at the beginning of the fire season to prevent mobilization delays if the warehouse is locked.
- Complete I-9, W4, and Declaration for Federal Employment to hire the students as an AD employee or any necessary paperwork for other types of employment (PLC, WBL). Send all completed I-9 and W4's to asc_ipc@fs.fed.us before any assignments.
 - I-9, W4, Single Resource Casual Hire Form, Approving Memo and Employee Common Identifier (ECI) numbers can be found at <http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/CasualPay.php>.

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2. During Incident Assignment

- Ensure the camp crew meets the Job Corps' camp crew configuration standard: one Camp Crew Boss (CACB), one Squad Leader (FFT1), and 10 students.

- Including a trainee Crew boss is a great idea, this would bring the total crew size to 13 and provide intermediate leadership in case the crew is split between base camp and a spike camp.
- Suggest that two fire crew students with arduous FFT2 red cards are also used as intermediate leadership (Camp crew Squad leader) on the crew at the higher AD rate. This would allow for more capacity for the IMT should they need part of the crew to go to the fire line and retrieve equipment.
- Ensure a purchase card holder is on the crew manifest. See Center Director's responsibilities for exceptions to this requirement.
- When the CACB Coordinator is working on crew manifests, mobilization preparation and post-assignment paperwork, it is appropriate for the CACB Coordinator to charge their time to the incident's p-code.

3. After Incident Assignment

- Insure a Single Resource Casual Hire Form for each AD employee (student) that completed an incident assignment is completed. Submit their OF288, Single Resource Casual Hire Form and an Approving Memo to the address on the Approving Memo as soon as you return from an assignment.
- Ensure that incident replacement purchasing is completed and supply resource orders are filled out and/or filed.
- Ensure that students return and check-in their equipment and PPE at the end of the fire season in good condition.

D. The JC-FAFMO shall perform the following:

D-1. Responsibilities

- Ensure all staff and students data is entered into the IQCS system (our database of record). When a large volume of students and staff are actively engaged in the fire program, we suggest a second IQCS operator receive a delegation to share the workload. The Forest Fire Staff Officer and CD should monitor this.
- Maintain a hard copy IQCS folder for staff and students who participate in fire including camp crew.
- Coordinate with the Forest Fire Staff/FMO to obtain signatures for incident qualification cards for center staff and students.
- Issue a signed incident qualification card to qualified staff and students (all camp help will have an incident qualification card per FSH 5109-17)
- Provide input to forest fire qualification and review committee as staff and students are being considered for trainee or fully qualified status on positions.
- Mentor staff and students in fire expectations and qualifications.

Additional Considerations Regarding Minors

- A minor student is defined as anyone under the age of 18 years old. No students under the age of 16 should participate on a camp crew.
- If a minor student is to be red-carded, the JC-FAFMO shall coordinate a conversation between the JC-FAFMO, make sure the CD and Forest Fire Staff Officer are both aware and fully understand the to discuss the special considerations related to minor consequences of using minors on an assignment. The Office of the General Counsel (OGC) remains available to advice as needed.
 - Strongly recommend the CD and Forest Fire Staff Officer have a conversation in regards to child labor laws any time this takes place.

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- The Fair Labor Standards Act (FLSA) prohibits the use of minors in specific occupations, including Forest fire fighting and forest fire prevention occupations, timber tract occupations, and forestry service occupations. However, certain tasks in forest fire prevention are permitted provided none of these tasks are performed in conjunction with or in support of efforts to extinguish a forest fire: the clearing of fire trails or roads; the construction, maintenance, and patrolling of fire lines; the piling and burning of slash; the maintaining of fire-fighting equipment; and acting as a fire lookout or fire patrolman. OGC remains available for advice and guidance on the types of duties a minor may perform.
- Federal law does not limit the hours an individual over the age of 16 may work. However, consider that each state has different child's labor laws that may be applicable. It is incumbent on the Center Director to ensure that minors are working in compliance with the state's child labor laws. Again, OGC remains available for advice and guidance on the amount of hours a minor may work.

- regarding minors are different.
- See Attachment 8

The Center Director shall support the JC Camp Crew Program(s) as follows:

4.2. Pre-Incident Assignment

While the safety and welfare of our students is paramount, participation and support of the Wildland Fire Program is and will remain an integral part of CCC's. CD's shall encourage and support participation by Job Corps Center staff and students as fire fighters, camp crew members and leadership positions."

- Ensure no student is available for a Camp Crew assignment if he or she has not been on center at least 45 days and completed the CPP (45-60 days on center).
- Utilize the Center's Behavior Management System for students that are removed from the fire program for behavior, conduct, substance abuse, etc.
- Designate a CACB Coordinator and back-up at each center. Work with the CACB Coordinator in developing a process for notification of the Centers Leadership team (determined by CD) when students are dispatched to a fire assignment.
- Support CACB, CACB Coordinator, or JC-FAFMO if a recommendation is made that a student should be removed from the JC Camp Crew program.
- Provide time for the CACB to work with the students on fire training and to build crew's cohesion.
- Provide appropriate clothing and footwear for the assignment including extreme weather conditions. At a minimum, every student should have fire boots, rain gear, and a cold-weather coat and hat on every assignment.
- Provide shelter (tent), sleeping bag, sleeping pad, gloves, and necessary PPE for the student. Funding for these supplies is the responsibility of the JC Center. Replacement of damaged equipment can be replaced at the incident charged to the P-code (benefiting activity).
 - We will use the National Fire Equipment System (NFES) so replacement on assignment is easy. All new purchases should be made through the GSA's Defense Logistics Agency's E-Mall
- Ensure that the students have signed and abide by the Job Corps Student Employment Contract for Fire/Camp Crew.

2.3. During Incident Assignment

- The CD should meet with each crew just prior to mobilization to give leader's intent.
- Ensure a purchase card holder is on the crew manifest.
 - Exceptions

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Commented [TE-O3]: I do not know the hierarchy on a staff site. That said, I suggest ensuring compliance with child labor laws should be tasked to a manager that has the authority and resources to ensure its implementation. Is the JC-FAFMO the appropriate POC or should it be someone else? I am available to discuss this in further detail.

Commented [TE-O4]: Need a Point of Contact

Commented [TE-O5]: Should the CD have responsibilities for ensuring compliance with the child labor laws? Again, I do not know the hierarchy within Job Corps, but these types of assurances need to be made at a high level.

Commented [TE-O6]: Could intent include ensuring that minors are assigned to appropriate tasks?

- If the crew is mobilized within the same Forest Service region as the center/host forest. If the crew is mobilized within region, at a minimum, a close by micro purchase card holder will be assigned and will be available to go to the crew's incident location and provide assistance to the crew as needed.
 - If the filling local dispatch center (sending) has worked out arrangements with the ordering (receiving) dispatch center to provide all the logistical support for the crew including meals, lodging, airfare, ground transportation, and baggage fees.
- When the CD is working on crew manifests and mobilization for assignment, it is appropriate for the CD to charge their time to the incident's p-code. If the CD is working on multiple crews for multiple incidents with different job-codes, the CD should charge to an appropriate support code (see national direction of support code use for more information).

3.4. After Incident Assignment

- If a student is released early from a fire assignment because of conduct and/or behavior issues, the CD or designee will work with the CACB and IMT to arrange and if needed, pay associated costs for transportation of the student back to the center (attachment 2).
- If a student is released early from a fire assignment, the CD will immediately notify the JCNO National Director, and/or the JCNO Assistant Director and the JCNO National Fire Program Coordinator.
- The CD will work with the local forest, JC-FAFMO, and CACB Coordinator to convene an After Action Review (AAR) after the fire season.
 - Please send an invite to the Regional Point of Contact (POC) for JC-Fire Programs (see attachment 5), Assistant Director (JCNO) and the JCNO Fire program Coordinator.
- The CD will meet annually with the Forest Supervisor and Forest Fire Staff Officer/FMO to establish expectations, qualifications, and the annual program of work and review the working agreement.

V. ADDITIONAL SUPPORT PROCEDURES:

A. Fire/Incident Support Funding

The following assistance by center staff for wildfire/incident support should be charged to the fire job code (p-code) or an appropriate support code if the staff member is supporting multiple incidents and incident separation is difficult.

1. When center staff are supporting ongoing fires, especially when the center is mobilizing resources,
2. Helping with casual hire time sheets
3. Helping with incident procurement
4. Helping with incident travel and travel vouchers
5. And any other incident specific tasks (check with the JC-FAFMO if you have questions).

B. Training Requirements

Per the USFS Fire and Aviation Qualification Guide (FAQG - <https://www.fs.fed.us/fire/publications/fsfaqg/fsfaqg.pdf>):

- Camp Crew Members (for both students and staff):
 - Must complete IS-700 training and I-100 training.
- Camp Crew Bosses (CACB):
 - Complete at a minimum IS-700 and I-100 before going on a training assignment.
 - S-260 must be completed before gaining full certification as a CACB.
- Camp Crew Boss Coordinator
 - Complete at a minimum: IS-700, I-100 and S-260.

In addition to the required mandatory listed above, all CACB's and camp crewmembers will be required to have:

- S-110 Basic Wildland Fire Orientation <https://onlinetraining.nwccg.gov/node/168>
- RT-130 including shelter deployment
- Camp crew training as developed by the center Camp Crew Boss Coordinator in conjunction with the CD and JC-FAFMO. We recommend all centers look at the training developed at Centennial JC as an example.
 - Note, When the students attend the above three courses it is recommended the students be placed in AD pay status (CAMP (T)). The students are required to buy fire boots and uniform shirts (team t-shirts) with these funds.

Or

- Completed Basic Wildland Firefighter Training (S-130, S-190, L-180, and I-100)

Other Training and Qualifications:

- It is recommended that all CACB's attend L-280 fire leadership course.

It is strongly suggested that at least one CACB have the off road forklift operator (FLOP on their red-card) qualification on their USFS issued driver's license. It is recommended that CACB's attend basic Wildland Firefighter Training (S-130/S-190) and be prepared to go to the line to remove dirty hose and equipment. To the extent possible build an "Advanced" or extra capacity camp crew- this means taking students with other skills that can help the incident:

- CNA's to help in the medical unit
- Construction to help with stage and information bulletin board construction.
- Fork lift operators (Should be on Red Card)
- Office Automation students to help with time keeping if they have received training on Personal Time Keeper (PTRC) duties. Get PTRC (T) on red-card.

When students have certification of FLOP from the forest, please make sure their incident qualification cards are updated. This is good experience for the student and a great benefit for the fire.

C. Other Considerations

Wildland Fire Camp Crew assignments and Wildland Fire Camp Crew Boss assignments are in many ways more difficult than Wildland Fire Suppression assignments.

1. JC Fire Camp Crews are expected to work **up to** 16 hours per day; however, there is never a guarantee of 16-hour shifts. At the build-up and tear-down stages of fire camp, there is plenty of work to do. However, there are other times when it requires diligence on the part of Camp Crew boss and Camp Crew members to keep busy and be productive for the entire 16 hour duty day, and there will be times when a 16-hour duty day is unnecessary. Fire suppression crews are building line or mopping up at all times and have plenty of work to keep them busy during the day and are tired out at night. Being a Camp Crew Boss can be a more difficult assignment because they sometimes have to find work for students to keep them busy and keep them from sitting, lounging, standing around, and playing on phones, engaging in horseplay, and to make sure they don't wander off at night.
2. JC Fire Camp Crew activities are highly visible as they are in camp 24 hours a day. Poor performance or misconduct will be brought to the attention of the IMT immediately and can bring dishonor on the crew and the JC program.
3. JC Fire camps may be located adjacent to (or within walking distance of) areas where alcohol or other drugs are available for sale. Supervision of Camp Crews is a 24-hour per day job. Communication about the high expectations for performance and behavior of Job Corps students must be constant and unwavering.
4. JC Fire Camp Crews may sometimes be required to eat meals in restaurants in communities that have been affected by wildland fires. Community members have sometimes (with the best of intentions) anonymously purchased alcohol (pitchers of beer) for the crew. The Camp Crew boss must take control of these situations and graciously decline the gift with an explanation that while the sentiment is much appreciated, we are not allowed to consume alcohol while on assignment.
5. JC Fire Camp Crew members will sometimes witness other camp or fire crew personnel engaging in off-duty behavior that is prohibited by Job Corps rules but legal for persons who are over 21 years old. Continuous communication from the Camp Crew Boss needs to emphasize high expectations of JC students.
6. The Center Director (or his/her representative) needs to meet with each crew before leaving center to emphasize the opportunity and responsibility to be a member of a JC Camp Crew.
7. The bottom line is that there are much higher expectations for Job Corps staff and students while on the duty and while off duty.

Commented [TE-07]: For minors, this may be a violation of the state's labor laws. I suggest we discuss this in further detail.

Attachment 1

**Job Corps Student
Employment Contract**

[] Fire Crew / [] Job Corps Camp Crew

Name: _____ Current Color Card Level: _____
Dorm: _____ Job Corps I.D. #: _____
Trade: _____ Date of Birth: _____

I, _____ agree to work as a firefighter / crewmember for the [] Fire Crew / [] Job Corps Camp Crew. I know this is a privilege and voluntary on my part. This is not something I have to do but I want to accomplish.

In order to participate in the [] fire crew program:
I understand that I will be required to maintain my wildland firefighting certifications and/or qualifications and participate in physical fitness training (PT) on a regular and recurring basis. This training may occur after the regular Job Corps Training day has ended.

In order to participate in the [] camp crew program:
I understand that I will be required to maintain my camp crew certifications and/or qualifications.

I understand that the incident assignments can involve long shifts, be physically strenuous, and involve rigorous work in hazardous terrain during inclement weather (heat, dust, smoke, wind, rain, snow, sleet, hail, cold, etc.). Work shifts will usually be 12-16 hours per day and assignments can be up to 21 days in length (not including travel days)

I understand that living conditions can be challenging, being outdoors 24 hours per day, sleeping on the ground, and going for long periods of time without eating a meal or taking a shower.

I understand that wildland firefighting and/or camp crew assignments involves living in close quarters with other incident resources. I promise to keep a positive attitude, and to refrain from using profanity, teasing, harassing, or saying anything negative about the people I am working with. Should a problem arise between myself and other crew members, or members of other crews, I will request the assistance of the crew boss to resolve the problem, and I agree that his/her decision will be final for all parties concerned.

I agree to abide by all Job Corps Center rules while I am on incident assignments (including travel to and from the incident, while in camp, in restaurants, and during both off-duty and on-duty hours). I will conduct myself as an adult in all situations I am placed into while on a detail. This will include but not limited to: Motels, Restaurants, Fire Camp, Vehicles, etc.

I understand I am responsible for all fire equipment and PPE that is assigned to me. If I misplace or damage any of the equipment, I understand I may be charged for replacement of the equipment or PPE

I agree to turn off all electronic devices this includes my cell phone, while on assignment.

Last updated 13 March 2018

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Commented [TE-08]: We need to discuss this as it pertains to minors

I will not use any drugs or alcohol. I will submit to Substance Testing when I am asked. If I refuse to submit to Substance Testing, at the Job Corps Forest Assistant Fire Management Officer (JC-FAFMO) and Center Director's discretion, I may be removed from the Fire or Camp Crew.

I agree to follow all directions of the crew boss and realize that failure to do so may jeopardize my safety and the safety of my crew. I realize that failure to do so will result in immediate dismissal from the crew. Once dismissed, the following will occur:

1. Return transportation to the Center will be arranged and I may have to pay for that transportation.
2. Upon return to Center, I may face a review board and possible termination from Job Corps.

I understand that my Job Corps training and education will be my number one priority. I understand that my performance on Center must be at an acceptable level in order to participate as a fire/camp crew member. I understand that if I am not performing at a satisfactory level, I will be removed from the fire/camp crew until I am performing at a satisfactory level. I may not participate if I am on restriction. I must be positive color status within my center's Behavior Management System at the time the crew is mobilized.

I agree that any time I receive over \$200 from incident assignments I will deposit most (at least 95%) of the money in a bank account for safe keeping. I may keep up to \$100 (actual amount to be determined at the discretion of Center Administration) cash for personal expenditures (or up to half of my check if the check is less than \$200) (actual amount to be determined at the discretion of Center Administration) and deposit the remainder in a savings account at the bank. This savings account will require my signature and the approval of the Center Director to withdraw funds. Funds may NOT be withdrawn until graduation or if I am terminated from the program. The only exception to the above is by permission of the Center Director

I also agree that money I receive for training during fire school or first assignment will be used to purchase fire boots.

I understand that by me signing this Employment Contract I fully acknowledge the expectations of the position, my role and responsibilities.

STUDENT SIGNATURE DATE

I concur with [students name] participating in the [Center's Name] Fire Program.

TRADE INSTRUCTOR DATE

JC-FAFMO DATE

Camp Crew Coordinator
Approved by: DATE

CENTER DIRECTOR DATE

Attachment 2

Return of a Job Corps Student for Other than End of Assignment

When a student is hired as a casual (AD) and is fired for performance or conduct issues or quits without an acceptable reason before the emergency or assignment is over, pay will be stopped at that time. The Camp Crew Boss will, after consultation with IMT supervisor, decide whether or not the government will provide return transportation for the student (The student will pay for their own return travel as a standard practice, however the Camp Crew Boss will have full authority to deviate from this direction). However, the student will not be paid for travel time back to the point of hire (AD Pay Plan, E. Conditions of Hire).

When it is determined that the student will be paying for their return transportation, the cost will be deducted one of three ways:

1. By a commissary deduction on the OF-288; or
2. A combination of commissary deduction and students personal bank account if the incident assignment earnings do not cover the cost of transportation back to the home unit; or
3. Center covers the cost of returning to the center and the cost is deducted from student pay, transition pay or a combination thereof.

If the decision is Commissary Deduction, then the following is noted on the OF-288 Emergency Firefighter Time report in block 22. Provide an explanation and cost to be deducted.

7	29	07:30	13:00	5.50	8	1	13:30	20:00	6.50												
7	29	13:30	20:00	6.50	8	2	07:00	13:00	6.00												
7	30	07:30	13:00	5.50	8	2	13:30					TVL									
7	30	13:30	20:00	6.50																	
9. Total Hours →				40.00		9. Total Hours →				30.00		9. Total Hours →				0.00					
10. Gross Amount (Item 7 x Item 9) →						10. Gross Amount (Item 7 x Item 9) →						10. Gross Amount (Item 7 x Item 9) →									
11. Inclusive Dates →				7/27 - 7/30		11. Inclusive Dates →				7/31 - 8/2		11. Inclusive Dates →									
12. Time Officer's Signature						12. Time Officer's Signature				<i>Jame Parker</i>		12. Time Officer's Signature									
13. Date Signed						13. Date Signed				8.2.14		13. Date Signed									

21. Show "H" for Hazard Pay and "E" Plus % for Environmental Differential in the "HOURS" Column for Regular Employees.															22. Commissary Record																				
A. Com. No. 2000		B. Rate		C. Miles/ Hour		D. Accounting Classification						E. Object Class			F. Amount																				
						0460 P4EKR6																													
															AD fired; cost of transportation home: -\$365.94. AD is Job Corps Student; contact Smokey Bear at 123-555-1212 with questions.																				
23. Remarks															24. ADO Check Number and Stamp																				
Previous Invoices																																			
NOTE: The above items are correct and proper for payment from available appropriations.																																			
25. Employee Signature															26. Time Officer (Signature)																				
<i>FINAL</i>																																			

Attachment 3

Verification of Participant Work Hours for Conservation Projects

Participant Name: _____ Last Four SSN: _____
 Primary Organization: _____ Address: _____
 Phone Number: _____

Start and End Dates of Project:	Organization	Organization Phone Number	PLC? Yes/No	Project Type	Project Duties	Performance Satisfactory? Yes/No (notes)	Total Hours	Supervisor's Signature

I certify that these hours accurately represent the work I conducted on the listed projects.

I certify that these hours accurately represent the work conducted on the listed projects.

Participant Signature Date

Certifier Signature Date

**Attachment 4
Camp Crew gear check out sheet**

Name: _____

Item	Check Out			Check in		
	Qty.	Student Initials	Supv. Initials	Qty.	Supv. Initials	
Sleeping Bag	1					\$50.00
Sleeping pad	1					
Red Bag	1					\$100.00
Camp Crew T-Shirt	2			NA	NA	
Nomex pants	2					\$100.00
Tent	1 for 2p					\$200.00
Hat	1			NA	NA	
Bandana	1			NA	NA	
Canteen	1					
Head lamp	1					
Batteries for headlamp	Min 4					
PPE						

* Students will be charged for any items not returned or returned damaged due to negligence.

Student
Signature: _____

Date: _____

Staff
Signature: _____

Date: _____

**Attachment 5
Contact Information**

Assistant Directors

Harris Maceo

Blackwell, Golconda, Mingo,
And Pine Ridge
303-275-5941 – Office
303-542-5106 – Cellphone

Steve Lenzo

Angell, Centennial, Columbia
Basin,
Curlew, Flatwoods, Fort Simcoe,
Frenchburg, Great Onyx, Harpers
Ferry, Pine Knot, Timber Lake and
Wolf Creek
303-275-5112 – Office
308-430-5176 – Cellphone

Roger Hepburn

Anaconda, Boxelder, Cass,
Collbran, Jacobs Creek, LBJ,
Oconaluftee, Schenck, Trapper
Creek,
And Weber Basin
303-275-5907 – Office
303-868-3796 – Cellphone

Regional Point of Contacts

Anthony Conte

Region 8
770-624-4608 - Office
770-624-4608 - Cellphone

Beth Jablonski

Region 9
414-297-3456 - Office
701-260-9899 - Cellphone

Scott McDermid

Region 2
303-275-5758 - Office
970-799-1175 - Cellphone

Matt Nielsen

Region 4
801-625-5403 - Office
801-388-6901 - Cellphone

Diana VanCurler

Region 6
541-504-7346 - Office
541-213-3517 - Cellphone

Steve Zachry

Region 1
406-329-3422 - Office
406-552-2585 - Cellphone



**Incident Qualification and
Certification
Individual Employee Update**

(Note: this form is to be used only for updating employee records that are already established in the IQCS)

Header Information

Empl ID		Employment Kind (Career, Career Seasonal, Casual Hire, Temporary, Volunteer)	
*First Name		*Fitness Rating (Arduous, Moderate, Light, None)	
*Last Name		*Fitness Date (MM/DD/YYYY)	
Middle Initial		Medical Date (Date of Most Recent Medical Exam - MM/DD/YYYY)	
*District Name		Group (IMT Member and Team name)	
Unit Code		IRDP Incident Responder Development Plan (Y/N)	

Incident Qualification Card (only the jobs you anticipate working)

Qualified Jobs		Trainee Jobs	
		Only if there is an initiated taskbook on file	
Job Code	Job Code	Job Code	Job Code

JOB CODE = Four digit code for the job performed (ex.: FFT2 = Firefighter Type 2)

Training administered within IQCS will automatically be applied to the individual's record when the course session is completed

Employee Training Entry

Please submit copies of the training completions as well as this form

Course Code	Date Completed (MM/DD/YY)	Course Code	Date Completed (MM/DD/YY)
EXAMPLE: S190	02/01/04		

EMPLOYEE SIGNATURE		DATE	
SUPERVISOR		DATE	

EMPLOYEE WILDLAND AND PRESCRIBED FIRE EXPERIENCE								
Job Code	Incident Performed on (Event Code)	Incident Date MM/DD/YY	State & Forest	Operational Periods (Shifts)	Management Type or Complexity Level (See Below)	Fuel Type (See Below)	Fire Size (See Below)	Incident Name <small>No P #s!!!!!!! Incident Number o.k. (i.e. - ID-NPF-023)</small>
FFT2	WF	07/21/00	NM/ GNF	19	1	3	G	NAME OF FIRE IS PREFERENCE HERE

ICS Management Types	Complexity Levels	Fuel Type (select primary carrier)	Fire Sizes (in acres)
TYPE A - national area command team assigned TYPE 1 - national type 1 team assigned TYPE 2 - regional type 2 team assigned TYPE 3 - extended attack with multiple resources TYPE 4 - initial attack TYPE 5 - initial attack with very few resources	TYPE 1 TYPE 2 TYPE 3 (For Prescribed Fires)	1 - grass 2 - shrub 3 - timber 4 - slash	A .1 - .25 B .26 - 9.9 C 10 - 99.9 D 100 - 299.9 E 300 - 999.9 F 1,000 - 4,999.9 G 5,000 +

Instructor Experience Entry			
Course Code	Date of Instruction (MM/DD/YY)	Instructor Level L=lead U=unit	Times Taught

Task Books

Initiated, But Not Completed (Must submit copies of initiated covers to JC-FAFMO for filing purposes and documentation)		
Event Code <i>Example: WF</i>	Job Code <i>Example: FFT1</i>	Initiated Date <i>Example: MM/DD/YYYY</i>
Initiated And Completed (Must submit copies of taskbooks to JC-FAFMO for review by redcard committee and filing purposes)		
Job Code, and Initiated Date <i>Example: WF-FFT1 MM/DD/YYYY</i>	Job Code, and Initiated Date	Job Code, and Initiated Date
Final Evaluator <i>Example: Last Name, First Name, Middle Initial</i>	Final Evaluator	Final Evaluator
Title <i>Example: Station Manager</i>	Title	Title
Home Unit <i>Example: NMNPA, Northern Pueblos Agency</i>	Home Unit	Home Unit
Phone Number <i>Example: 801-354-5678</i>	Phone Number	Phone Number
Certifier's Empl ID <i>Example: This Person Must Be In The IQCS Data Base</i>	Certifier's Empl ID	Certifier's Empl ID
Title <i>Example: District FMO</i>	Title	Title
Home Unit <i>Example: ORWSA, Warm Springs Agency</i>	Home Unit	Home Unit
Phone Number <i>Example: 801-456-9875</i>	Phone Number	Phone Number
Certification Date <i>Example: MM/DD/YYYY</i>	Certification Date	Certification Date

Attachment 7
Personal Gear to consider for Mobilizations
(bring enough for a 21 day assignment +travel)

QTY	ITEM	COMMENT
1	Sweatshirt or regular fleece jacket or wool shirt/coat	Wool coat, sweatshirt and fleece, Fleece is lighter, dries faster, easier to pack. If you are going to bring a sweatshirt a hood is recommended.
1	Cold weather coat	Has snowed in some camps
1	Old rain jacket	Find one that fits over a fleece or sweatshirt comfortably, Used or old.
7	Cotton T-shirts	Dark colors hide dirt.
14	Cotton Underwear	
14	Cotton/wool socks	Smartwool or Merino wool socks are recommended.
Self Determined	Cotton/wool sock liners	See above comment
1	Athletic shorts	Sleeping, going to and from the showers, working out
1	Wool / Fleece beanie cap	Good for sleeping in or cold mornings
1	Shower shoes (Flip Flop)	Cheap ones you can wear in the shower
1	Sneakers	Good to air your feet out, working out, blister relief
1	Fire Boots	
1	Ball cap	
1 set	Long underwear	Good for sleeping, cold mornings, only cotton/wool can be worn on the line
1	Civilian Pants	Light packable adventure-style nylon/cotton blend, maybe zip off's
1	Belt	Keeps your pants up. some people lose weight on fires
1	OTC / Hygiene Kit *	1- Toothbrush/paste 1-Dental floss 2- Razor 1-Trvl. Shaving cream 1- Travel shampoo 1-Deodrant 1- Face soap 1- Body Soap/dish 1- Nail clipper 1- Comb/brush 1- Feminine Products 1- Travel Cold and Sinus pack 1- Bottle of Pain Relief / Headache tablets
1	Lip balm / Chapstick	
1	Sunscreen / Block	30 SPF or better
1	Bug Repellant	On the assignment you might not have a choice of what to use
1	Sunglasses	
1	Note pad and Pen	For use in camp, on the bus, on line. Should consider a SHARPEE pen
1	AA Flashlight/headlamp	For use in camp or on the bus
1	Watch with alarm	Tell time, wake ups, reminders alarms
1	Prepaid calling card	Cards are cheap, mobile phones don't always work
1	Cash/ATM /Credit Card	Cash is better, it is used everywhere (gas stations, t-shirt shops)
1	Book(s)	Keeps your mind busy while waiting

1. If you are prescribed medication from Health Services, you must pick up enough medication for 16 days (21 days plus travel is a better idea).
2. Students who cannot handle the responsibility to possess and take their own medication should not participate in the camp crew program.

Attachment 8

OGC information regarding minors participating on camp crews

The Workforce Innovation and Opportunities Act provides, “enrollees in the Civil Conservation Centers may provide assistance in addressing national, State, and local disasters, consistent with current child labor laws (including regulations).” In terms of the number of hours worked, Federal law does not limit the hours that an individual over the age of 16 may work. However, Job Corps must also comply with state child labor laws that may limit a minor’s hours. Additionally, Job Corps needs to ensure that it is complying with child labor laws covering the type of work a minor is performing. It is my understanding that the Job Corps CCC Camp Crew Program is in accordance with the FLSA Hazardous Occupations Orders (HOs). Under Federal child labor laws, individuals between 16-17 may perform work in “forest fire prevention provided none of these tasks may be performed in conjunction with or in support of efforts to extinguish a forest fire: the clearing of fire trails or roads; the construction, maintenance, and patrolling of fire lines; the piling and burning of slash; the maintaining of fire fighting equipment; and acting as a fire lookout or fire patrolman.” Job Corps must ensure that 16-17 year olds are performing permitted work under applicable Federal and state child labor laws when they are dispatched to a fire incident.

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I advise that the proposed guidance in the SOP for the Job Corps CCC Camp Crew Program state not only that the CD and Forest Fire Staff Officer are both aware and fully understand the consequences of the child labor laws, but that Job Corps is complying with the applicable Federal and state child labor laws. OGC is available to assist Job Corps in contacting the applicable states to determine the specific child labor laws in question.

Please let me know how I can be of assistance.

Thank you,

Emily



Emily Tasman
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